

District 9 Guidelines



A.A.'s Legacy of Service

Our Twelfth Step – carrying the message – is the basic service that the A.A. fellowship gives; this is our principle aim and the main reason for our existence. Therefore, A.A. is more than a set of principles; it is a society of alcoholics in action. We must carry the message, else we ourselves can wither and those who haven't been given the truth may die.

Bill W.
1951
A.A. Service Manual, pg. S7

I. - Purpose: The principal purposes of District 9 are:

- a. To keep the lines of communication open between A.A. World Service and the individual Groups through full registration and representation of all active Groups within the District geographical boundaries.
- b. To maintain A.A. World Services in the spirit of the Seventh Tradition by encouraging all Groups within the Districts boundaries to establish and participate in a regular contribution plan.
- c. To develop knowledgeable and experienced General Service Representative (GSRs) through the study, practice, and continuous application of the Twelve Traditions, the Twelve Concepts, and the Six Warranties.
- d. To strengthen our Groups through our service work, and to ensure that the opportunity to recover from alcoholism through the practice of the Principles of the Twelve Steps, and that the Twelve Traditions will be available for the Alcoholic yet to come.

II. - Membership:

A. The following are full voting members of District 9.

1. All General Service Representatives (GSRs) who are currently registered as representing a District 9 Group and having attended one previous District Meeting.
2. All registered Alternate GSRs are eligible to vote in the absence of their registered GSR.
3. The District Committee Member Chairperson. (DCMC)
4. The Alternate DCMC.
5. Committee Chairpersons:
 - a. The Public Information Chairperson.
 - b. The Cooperation with the Professional Community Chairperson.
 - c. The Grapevine Committee Chairperson.
 - d. The Archives Committee Chairperson.
6. District Officers:
 - a. The Registrar.
 - b. The Secretary.
 - c. The Treasurer.
 - d. The GSR Schools.

7. Exclusions:

- a. Each qualified voter shall have a single vote although the member may be serving in one or more capacities.
- b. Officers of the District, the DCMC, or committee chairpersons who have missed three consecutive District Meetings will be considered inactive. Inactive members will be replaced by their Alternate or if there is no Alternate by election. (See Section V.B.4.)

III. - Leadership:

In all District proceedings, the District Officers, comprised of the District Committee Member Chairperson (DCMC), The Alternate District Committee Member Chairperson (Alternate DCMC), and the following officers: Registrar, Secretary, and Treasurer, shall receive their authority from the informed group conscience of the District Members, and shall In the spirit of the Twelve Traditions and the Twelve Concepts and the Six Warranties, ever observing the Right of Decision, Participation, Appeal and Petition.

IV. - Funding:

1. District 9 accepts no moneys from non-alcoholic persons or organizations, sells no merchandise, and raises no funds that are not entirely voluntary contributions of its members.
2. Not self-supporting in the sense of A.A. group, District 9 is entirely dependent upon maintaining the confidence and receiving the support of the A.A. Group and A.A. members of which it is comprised. Through the implementation and practice of a contribution plan, such as suggested in the A.A. approved pamphlet, "Supporting Your Support System".
3. The District receives these contributions at the District Post Office Box 3684, Palm Desert, CA 92261-3684. Or delivered to the District Treasurer at any District Meeting.

V. - Elections:

A. Offices and Eligibility to Office.

1. The DCMC and all past DCMCs are eligible for District Executive Office, keeping in mind the spirit of rotating leadership.
2. DCMC and Alternate DCMC.
 - a. A background in A.A. service work that goes with the DCMC job.

- b. Enough sobriety (4 to 5 years suggested) to be eligible for election as Area Officer or Delegate.
 - c. The time and energy to serve the District well.
 - d. Availability to attend all District Officers Meetings, Area Service Meetings, and Area Assemblies
3. Registrar, Secretary and Treasurer (Elected):
- a. A minimum of two years of sobriety.
 - b. The time and energy to serve the District well.
 - c. Some skills at data entry, typing and or record keeping as the position requires.
4. GSR Schools (Elected):
- a. A background in A.A. service work, which goes with long time sobriety and service as a DCMC.
 - b. Working knowledge of the Twelve Traditions and Twelve Concepts, and of the General Service Structure, as well as familiarity with the "A.A. Group Pamphlet".
 - c. The enthusiasm, desire and ability to pass this experience on to the incoming GSRs.
 - d. Availability one half hour prior to all District Meetings.

B. Procedure:

- 1. Elections are held in November of odd numbered years after the Area elections, for all regular two-year term posts commencing on January 1st of the even numbered year.
- 2. Elections of the DCMC and the Alternate DCMC is by Third Legacy Procedure.
- 3. Nomination of other District Officers, Staff Members, and Committee Chairpersons may be by any method the District deems expedient. Written Ballots are to be preferred in all elections.
- 4. Vacated posts will be filled automatically by the Alternate. If no Alternate is available, an election will be held at the following District Meeting, after notifying all District members on the current roster of the vacancy and of the pending election.
- 5. Newly created posts will be filled by election or by appointment by the DCMC, subject to the confirmation by Assembled District Members.
- 6. It is preferred that more than one person is nominated for each office, and that nominations are accepted from the roster of all those persons eligible to serve.

VI. Duties of the District Committee Member Chairperson and Alternate:

A. DCMC:

- 1. Is responsible for maintaining an effective service structure throughout the District.
- 2. Holds and chairs the monthly District 9 General Service Meetings.

3. Facilitates communication between the District and the Delegate, the Area Service Committee, and the General Service Office in New York.
4. Attends all Area Board Meetings, Area Service Committee Meetings (ASC), Area Assemblies, The Servathon, the Symposium of Service (SOS), the Pacific Regional Alcoholics Anonymous Service Assembly (PRAASA), and any Regional Forums, funds permitting .
5. Acts as service sponsor to his/her replacement to ensure an orderly transfer of responsibilities.
6. Participates as a voting member of the ASC, the Area Assembly, and remains eligible to be elected to Delegate and Area Offices.

B. Alternate DCMC:

1. Acts as DCMC in the absence of the Chairperson.
2. Is responsible for assisting and/or substituting for the DCMC whenever necessary.
3. Participates as a voting member of the ASC, the Area Assembly, and remains eligible to be elected to Delegate and District and Area Offices.

VII. - Duties of the District Officers:

A. Registrar:

1. Keeps accurate records of the District Groups and GSRs, by working closely with the DCMs, the GSR schools, Secretary, Treasurer, and GSRs to keep all Group Records up to date.
2. Informs the DCMC, the Area Registrar and the GSO Records Department and/or Conference Secretary of changes in Group and/or Officer information as necessary.
3. Registers new GSRs and obtains group information. Informs the new GSR of his Group Name and Number as it is currently registered in the Western Dictionary.
4. Is responsible for distribution and collection of the sign-up sheets at the District Meeting in order to maintain an accurate attendance record and a current mailing/address/telephone list of District Members and distributes the updated mailing list to the DCMC and the secretary as soon as feasible following each meeting.
5. Is responsible for the preparation and distribution to all District Members of the District Eligibility Roster prior to the District election, as required.
6. Acts a service sponsor to his/her replacement to ensure an orderly transfer of responsibilities.
7. Participates as a voting member of the Area Registration Committee, and of the Area Assembly.

B. Secretary:

1. Assists the DCMC in maintaining an orderly functioning District.
2. At the direction of the DCMC, prepares, prints, and distributes the monthly District Meeting agenda.

3. Takes the minutes of the District Meetings, prints and distributes these at the following District Meeting. Upon acceptance of these minutes by the assembled District, distributes copies of the agendas and these minutes to the Area Delegate and the Conference Coordinator of the General Service Office in New York.
4. Processes correspondence as necessary.
5. Receives a current mailing and telephone list of the District Members as updated by the Registrar.
6. Has custody of the Secretarial Supplies.
7. Maintains in good condition copies of all District Minutes, Agendas, and Correspondence for the District Archives.
8. Acts as a service sponsor for his/her replacement to ensure an orderly transfer of responsibilities.
9. Participates as a voting member of the Area Assembly.

C. Treasurer:

1. Keeps accurate and permanent records of the District Funds.
2. Validates Group Names and Numbers with the Registrar to keep the District Group records accurate and up-to-date.
3. Records donations to the District using the Group's Name, General Service Number, meeting time and place, and preserves these records in good condition for the District Archive.
4. Acknowledges donations by receipt to the donors, and listing to the Secretary for the appendage to the monthly minutes.
5. Has custody of the Treasury Records, return envelopes and other Treasures supplies and a key to the Post Office Box.
6. Distributes any P.O. Box mail to the proper Officers.
7. Acts as service sponsor to his/her replacement to ensure an orderly transfer of responsibilities.
8. Participates as a voting member of the Area Finance Committee and of the Area Assembly.

D. The GSR Schools:

1. Conducts a brief orientation for incoming GSRs, one half hour prior to the monthly District Meeting.
2. Distributes the District 9 General Service Booklet and any literature deemed necessary by the District, to the incoming GSRs.
3. In the absence of the Registrar, is responsible to obtain accurate, legible and completely filled out Registration Forms and forewords all completes forms to the Registrar.
4. Informs the District when the supply of District 9 General Service Booklets is running low and obtains funds for reproducing as needed.
5. Secures more District 9 General Service Booklets in accordance with the District Finances.

6. Guards the integrity of the District 9 General Service Booklet by ensuring that any additions or deletions to its content, other than updates of existing context, are approved by the District Officers.
7. Has custody of GSR materials and supplies.
8. Participates as a voting member of the Area GSR Schools Committee and of the Area Assembly.

E. Intergroup Liaison:

1. Attends all GSR District 9 Meetings.
2. Attends all Intergroup Meetings, and/or Intergroup Board Meetings.
3. Acts as a contact between Intergroup and District, sharing information, feedback and discussions between the two groups.

VIII. - DISTRICT COMMITTEES:

A. Public Information Chairperson (P.I.):

1. Attends all Area P.I. Meetings and reports on Area P.I. activities at the District Meetings.
2. Forms a District P.I. Committee made up of interested GSRs.

B. Cooperation with Professional Community (C.P.C):

1. Attends all area C.P.C Meetings and reports on Area C.P.C activities at the District Meeting.
2. Forms a District C.P.C made up of interested GSRs.
3. Upon request intercedes for Groups experiencing problems with the court card program and/or treatment center members.

C. Grapevine Chairperson:

1. Attends all Area Grapevine Committee Meetings and reports to the District on Grapevine Activities.
2. Forms a District Grapevine Committee made up of interested GSRs and/or reminds GSRs on a regular basis to mention the Grapevine on their GSR reports.
3. Distributes Grapevine Subscription Forms.
4. Upon request make presentation to groups about the Grapevine.

D. Archives Committee Chairperson:

1. Attends all Area Archives Committee Meetings and reports to the District on Archive Activities.

2. Has custody of and is responsible for maintaining in good order and condition, the historical records, memorabilia, tapes and videos, of District 9 and any donated items of its Group or individual members.
3. Researches or facilitates the research of active material.

IX. - District Meetings:

A. District 9 meets on the first Sunday of every month, 6:30 pm at Fellowship Hall, Palm Desert, California.

B. Suggested format of a District 9 Meeting:

1. Call to order.
2. The Serenity Prayer.
3. Introduction of attendees.
4. The reading of The Twelve Concepts. (short form)
5. Approval of minutes from the previous month.
6. Approval of Treasurer's report from the previous month.
7. DCMC report and announcements.
8. Committee reports.
 - a. Treasurer.
 - b. Registrar.
 - c. H&I.
 - d. Grapevine.
 - e. Public Information.
 - f. Special Interest.
 - g. Literature.
 - h. Web Site.
 - i. Convention.
9. Old business.
10. New business.
11. Birthdays.
12. Upcoming events.
13. Adjourn.

X. - Amendment - This document may be amended as follows:

- A. All proposed Amendments shall be written and submitted to the District Officers or designated committee for review and recommendations.
- B. Not later than three months from its submission, the proposed Amendment must be submitted to the District with recommendations.
- C. Prior to action by the District, the Officers shall provided sufficient opportunity for the GSRs to become fully informed on the issue.
- D. Upon acceptance by 2/3 of the District present voting thereon, the proposed Amendment becomes part of this document.